



## JOB DESCRIPTION

---

**JOB TITLE:** Chief Deputy District Attorney - Criminal

**JOB CODE:** 1480

**DEPARTMENT:** District Attorney

**FLSA STATUS:** Exempt

**REPORTS TO:** District Attorney/Assistant District Attorney

---

### SUMMARY OF JOB PURPOSE

Conducts prosecution in court proceedings and performs professional legal work on behalf of the County. Represents the Office interest in the absence of the District Attorney and the Assistant District Attorney; works in the criminal division, and is responsible for the administration of that division.

### ESSENTIAL FUNCTIONS

1. Acts in the absence of unavailability of the District Attorney and Assistant District Attorney with respect to matters involving the criminal division.
2. Represents the State in criminal prosecutions at misdemeanor, gross misdemeanor and felony levels.
3. Reviews police reports and investigations conducted in support of prospective charges.
4. Authorizes, assigns, and drafts criminal complaints and other legal documents in support of criminal prosecutions.
5. Prepares and presents the State's case at preliminary hearing, before the Grand Jury and at trial.
6. Prosecutes high profile criminal cases or those cases which are of significant interest in the community.
7. Advises County officials and employees on the legal propriety of proposed actions taken in the context of the criminal justice system.
8. Searches for, interprets, and applies laws, court decisions, and other legal authorities in preparation of briefs or legal opinions.
9. Reviews workload, develops priorities, assigns cases, consults with other attorney's in the office and reviews their performance in the criminal division.
10. Supervises and administers the day-to-day operation of the criminal division of the District Attorney's Office at Lake Tahoe and in Minden in accordance with the policies of the District Attorney.
11. Exercises direct supervision over Deputy District Attorneys and the legal support staff with respect to substantive legal work in the Criminal Division; carries out supervisory responsibilities in accordance with Office policies and procedures as well as County policies and applicable laws; participates in the interview and selection process of new employees and is responsible for training employees, evaluating performance, monitoring workloads, disciplining employees, and resolving workplace issues.

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### Chief Deputy District Attorney - Criminal

12. Drafts County Codes and Ordinances dealing with criminal matters.
13. Acts as a 24-hour, on-call Deputy on a rotating basis for giving legal advice to the Sheriff or for other emergencies.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Juris Doctorate from an accredited law school and licensed and in good standing to practice law in all State and Federal courts in Nevada; minimum of eight (8) years of legal experience with a significant portion of that time in a district attorney's office.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret complex legal documents; present persuasive and well-reasoned arguments in courts as well as public meetings.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts and apply them to practical applications such as budget preparations or in cases.

### **REASONING ABILITY**

Ability to apply sound principles of reasoning to a wide range of legal, intellectual, and practical problems.

### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of and experience with applicable laws as related to the operation of the Office of the District Attorney; Judicial procedures as well as Office policies and procedures; extensive felony jury trial experience; advising County officials and departments; principles of supervision, training, and performance management; Office policies, procedures, and computer proficiency.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Licensed and in good standing with the State Bar of Nevada; Valid Driver's License with an acceptable driving record.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

**Chief Deputy District Attorney - Criminal**

### WORKING ENVIRONMENT

This position primarily resides in a standard office environment as well as the courtroom; may involve sitting for long periods of time; may be called out to a crime scene for assistance.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.